

Sell Back (Pay in Lieu of PTO)

Request Form

To receive payment in lieu of PTO, you must request payment by completing this “Sell Back Request Form” and submitting it to the Human Resources Department by November 30, 2012.

Employee Name: _____ Date: _____
(Please Print)

Sell Back (Pay in Lieu of PTO). Employees who accumulate **two hundred forty (240)** hours of PTO (by November 30, 2012) may sell back **8** hours annually.

Employees who reach the maximum accrual of **four hundred sixty (460)** hours (by November 30, 2012) are eligible to sell back PTO hours based on their length of service as listed below:

<u>Length of Service</u>	<u>Eligible PTO Hours FT</u>	<u>Eligible PTO Hours PT</u>
1 to 8 years	24 hours	16 hours
9 - 16 years	40 hours	27 hours
17 years and over	56 hours	38 hours

Number of hours requesting _____

Employee's Signature: _____ Date: _____

If you have any questions, please contact the Human Resources Department 652-5878.)

Shaded area to be filled out by H/R

Hours Approved: _____ Date Approved: _____

Paid Out On Pay Period Ending: _____

Approval from Human Resources Dept.